

REQUISITION NO:	OO02822981	DATE POSTED:	03/07/22
POSITION NO:	152573	CLOSING DATE:	04/15/2022 by 5pm
POSITION TITLE:	Accountant		
DEPARTMENT NAME / WORKSITE:	Office of the Controller - Cashier's Section/ Window Rock, Arizona		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 am - 5 pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	BQ63A
		\$	41,488.56 PER ANNUM
		\$	19.87 PER HOUR

Under general supervisor, performs routine accounting, processing of Navajo Nation funds according to Generally Accepted Accounting Principles; performs related work as assigned and applicable accounting procedures, mathematical accuracy and compliance with established accounting principles, policies, and objectives. Performs a wide range of detailed complex accounting functions pertaining to assigned fund area, accounts, or department, ensures control and compliance with funding and reporting requirements. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations and uses independent judgement in a variety of daily and non-routine decisions affecting assigned functions: review statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system. Uses sound statistical methods to forecast accuracy, need to produce tangible, positive impact in the work area. Need to work on encourage administrative efficiency and effectiveness. Provide excellent customer services to all NN employees, vendors, NN department/programs, Wells Fargo Personnel, and the public. Record and manage ACH reports-Wells Fargo CEO Portal Wellsnet reports daily. Daily Cash monitoring and Investment activity, buying and selling into the Navajo Nation Money Market Accounts. Prepare journal entries, maintain collect ledgers, detail cost accounting information, reconcile analyze ledgers. Monitor JDE Bank Accounts: NN Parks, Judicial Branches, Vet Clinics, ZBA Sweep Accounts, Lockbox and Minerals Program, incoming/outgoing wire transfers, Tax Commission/Contract Federal funding drawdowns. AR Module Poweruser, provide train for new employees, ensure AR Module integrity reports and correct discrepancies, initiate new test scripts, and customize AR Module for FMIS upgrade. Communication skills: Communicate has been a huge key within Cashier's Section and co-workers have strived to improve. Share all important new information. Knowledge of Accounting Technician job duties and responsibilities, reviewing, approving, and posting Cashier's daily entries.

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting/banking/investment experience.

- ☒ A favorable background investigation
- ☒ Possess a valid state drivers license

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

Knowledge of accounting principles, concepts to successfully perform and complete assignment, understand and experience in the accounting profession.

Knowledge of Generally Accepted Accounting Principles (GAAP)

Knowledge of public relations/customer service principles, practices, and techniques.

Knowledge of computerized accounting systems and applications including general software.

Knowledge of accounting principles, practices, and procedures.

Knowledge of bank treasury reporting/Investment sell & buy into money market.

Skill in researching, compiling, and analyzing governmental practices.

Skill in communicating technical concepts, both orally and in writing.

Skill to establish and maintain effective working relationship.

Skill in utilizing techniques when responding to request inquires to complaints

Skill in the use of personal computers

Skill in multitasking and meeting deadlines in a professional manner.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***